

Reserve

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SELECTED STATE PUBLICATIONS ON LABOR UTILIZATION

"Best sellers" have been selected in many fields of work. The following list is not exactly of that nature, but it does represent "must" reading for those who want to become familiar with some of the most recent State publications in farm labor utilization. An attempt has been made to bring together a short reference list that might provide a well-rounded collection of the various types of publications available. (Write directly to the State of origin for copies desired.)

Work Simplification

Labor Saving Through Farm Job Analysis. Dairy barn chores. Vt. Agr. Expt. Sta. Bul. 503. June 1943. The results of a study of the ways of getting chores done in less time and with less effort. A detailed report of the savings made on one dairy farm. Specific suggestions on how to tackle an investigation of this kind.

Celery Harvesting Methods. Fla. Expt. Sta. Bul. 404. Nov. 1944. The results of a detailed study of the harvesting and packing operations of nine large celery organizations. A description of methods commonly used, variations in labor requirements, analysis of operations, crew organization and management, and mechanical harvesting.

Simplifying the Work and Management of Hog Production. Ind. Agr. Expt. Sta. Bul. 506. 1945. A summary of suggestions for making hog production easier, based on a survey of work methods commonly used and a detailed case study of five highly successful and efficient operators.

Easier Ways To Do Farm Work. Burley tobacco series. Ky. Agr. Ext. Div. Leaflets. 1944-45. Each leaflet in the series is devoted to a major operation in tobacco production, from pulling plants to stripping and pressing. All leaflets describe the best of the methods observed and tested by time and motion analysis.

Labor Management

How To Pick. Fruit and vegetable series of training folders. Mich. Ext. Service Folders. 1946. Each folder in the series is devoted to a single commodity such as tomatoes, pickles, cherries, and berries of various kinds. All folders tell the worker how he can earn more money, make the job easier, and do better work.

Are You a Good Boss? N.Y. Ext. Bul. 666. An outline and discussion of some of the practices applied by farmers who have been successful in handling their workers. A summary of the basic rules of dealing with people which tend to create favorable situations for the performance of work.

Prepared by Labor Utilization Division, Extension Service, USDA.

Farm Labor Management. Mich. Expt. Sta. F.M. 359. Aug. 1944. The results of a study of why hired men stay longer on some farms than on others. A summary of aids to keeping hired help on the farm.

Harvest Labor Efficiency. Fruit and vegetable series. Oreg. Ext. Service Circulars. 1944. The results of a study of the factors affecting the productivity of workers, such as sex, age, experience, and supervision. Each circular is devoted to a single commodity.

Farm Organization

Man Labor Requirements. Fruit and vegetable series. Oreg. Expt. Sta. Bulletins. 1944. Each bulletin in the series is devoted to special commodities, such as potatoes, beans, cane fruits and tomatoes, apples and pears. All bulletins describe the work involved in handling the commodity and give a detailed monthly distribution of labor requirements by operations.

Balancing the Labor Load. Tenn. Agr. Ext. Service Pub. 264. Aug. 1942. A description and graphical presentation of the seasonal distribution of labor by major enterprises. Some labor-saving shifts and practices. A procedure for analyzing the labor load on any farm.

Farmstead Planning. Minn. Ext. Service Folder 135. Sept. 1945. A digest of the essentials in a good arrangement of buildings to save time and travel in performing work done around the farmstead.

Labor Saving Shortcuts. Kans. Ext. Service Cir. 188. Oct. 1945. A pictorial publication of labor-saving ideas that make it easier to carry out a productive and profitable farm program.

Background in Basic Principles

Farm Management Manual. N.Y. Agr. Ext. Service A.E. 530. Oct. 1945. A manual for instruction of county agents in the background essential for local programs. A major section of the manual is devoted to saving labor on farms.

More Work With Less Effort. N.J. Ext. Service Mimeog. Aug. 1945. A publication to stimulate farm people to increased consideration of their work methods. Outlines the basic principles of work simplification and a procedure for job improvement.

Reprints From Journal of Farm Economics on farm work simplification studies. A series of articles on an analysis of work simplification research methods and results, future of work simplification research, and extension use of farm work simplification. (Extra copies available from Farm Work Simplification Laboratory, Purdue University, Lafayette, Ind.)